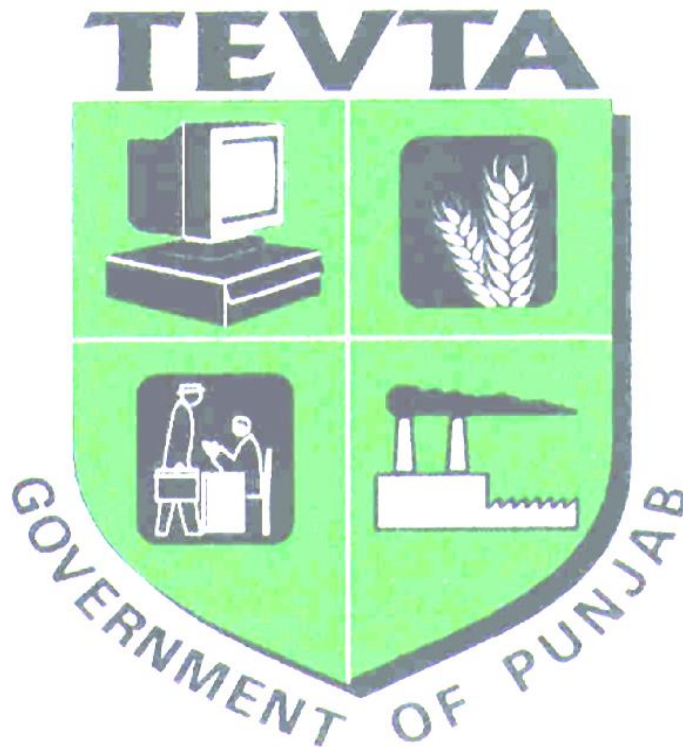


	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
Registration Application Form		

Doc Code: TEVTA/AA&R/OM-79/10	Rev No. 04	Issue Date: 09-May- 2014
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Application Form for Registration 2014-15



Academic Audit & Registration Section
Academics Department

Tel. 042-99263055-59, Ext. 435 e-mail. manager.aa@tevta.gop.pk.

Instructions

1. Last date for submission of Application for Registration along with all required documents for new registration, partially registered for 1st & 2nd year DAE Courses apply for extension in registration and enhancement of capacity is **30th May 2014 till 04:00 PM. Application for Registration will not be accepted after the given date and time.**
2. **Management of all Applicant Institutes are requested to go through these instructions carefully before applying for Registration to TEVTA. Incomplete Applications will not be accepted.**
3. Applications for Commerce related courses are not acceptable by TEVTA from the Academic Year (2013-2014). Applicants are requested to approach Higher Education Department, Government of the Punjab for the purpose.
4. Application for Registration will be submitted in duplicate to Academic Audit & Registration Section, Academics Department, TEVTA.
5. **Application Form should be completely filled-in, No column should be left blank; where not Applicable it should be strike through. Application Form should be clearly and neatly filled. Over writing and cutting is not admissible. Incomplete Application Form will be liable to Rejection.** Therefore it is required that Applicant should submit application personally in the office of Manager (Academic Audit & Registration) for Scrutiny/ Acceptance of Application.
6. **Institutes are advised to File their Application for Registration only if they are ready for inspection.**
7. **Once the Application is accepted for processing by the Academic Audit & Registration Section of TEVTA, Inspection of the Applicant Institute can be carried out at any time. Management of the Institute will be informed about the inspection three days before the inspection through Postal Service / Courier Service / Telephone / e-mail using the information provided by the Institute. Inspection of the institute once planned will not be postponed and any request for the purpose will not be entertained. If the Management of any Institute will approach AA&R Section or use any other source for the purpose, its Case File for that particular Academic Year will be closed. In this case institute will also loose the chance of 2nd Inspection. Therefore, it is once more advised that do not apply for registration with TEVTA if institute is not ready to be operational.**
8. **Management of all Applicant Institutes are advised that they should not approach AA&R Section to get the information about their Case. Status of the Case will not be up-dated in any case rather it will delay the Case.**

9. Application Form and the related documents will require to be signed by the Owner of the Institute. In case of Association of Persons/ Registered Body/ Trust/ Corporate Body/ Educational Society, by the Signatory Authorized by the Board of Governors, Members or Partners agreed upon. or Signatory Authorized by the board of Governors of Society or members as agreed upon. All the supporting documents attached with the Application Form for Registration should be attested by the concerned person mentioned above. Legal proof of Authorized Signatory is required.
10. **Registration will be granted for the TEVTA approved Programs / Courses only.**
11. **Building Layout Plan of the Institute should be of (20" X 30") in size. It should be duly Approved and Registered (bearing proper Registration number with Official Stamp) by respective TMA / Local Authority. Building Layout Plan should depict the exact address of the building, Name of the owner, Total plot area, Detail of covered area, Sizes of all rooms and site plan. Further building layout plan should be clear and readable. Management of Applicant Institutes are also required to bring original Building Layout plan at the time of submission of Application for Verification purposes.**
12. **Building of the Institute should be suitable for Educational purposes. The Management of the Institute is required to attach four (4) Photographs (4" X 6") of the Institute showing the following:**
- I. **Front view of the Institute including surrounding and Main Entrance**
 - II. **Full Left Side view of the Institute including surrounding and road on which Institute is located.**
 - III. **Full Right Side view of the Institute including surrounding and road on which institute is located.**
 - IV. **Full view of approach to the main entrance of the Institute.**
13. Building Layout Plan will be Physically Verified by the Inspection Committee of TEVTA at the time of inspection.
14. **Application fee once deposited will only be considered for that specific purpose for which it was deposited. Application fee is Non-refundable/ Non-transferable in any case. Further, online deposit of fee will not be accepted.**
15. Every Institute applying for any Course/ Program should have the following prerequisites:
- a. **Complete Infrastructure of the entire duration of course (Class rooms and Labs/ Workshops).**
 - i. For DAE Courses the Total Plot Area should not be less than one (01) Kanal.
 - ii. For Vocational and IT courses the Total Plot Area should not be less than Ten (10) Marlas.
 - iii. Classroom Size should be 9 Sq. Ft. / Student.
 - iv. Labs / Workshops Size should be 15 Sq. Ft. / Student.

- b. Development of Labs/ Workshops for a Technology/ Trade Courses should be according to the list of Labs and Equipment prescribed by Academics Department, TEVTA**
- c. For 1st year Registration, the Equipment should be for 1st & 2nd year.
- d. For 2nd year Registration, the Equipment should be for 2nd & 3rd year.
- e. In case the infrastructure and equipment for entire duration of course is available and building is owned by the institute, or is on rent for the period of 5 years for DAE courses and 3 years for vocational/ IT courses, Registration for complete/ entire course can be applied.
- f. Courses will be allowed keeping in view the available Infrastructure and Requisite Facilities.
- g. Student Capacity will be considered keeping in view the Sizes of Classrooms and Labs / Workshops.
16. **For the Institute applying from AJK would get NOC from AJK TEVTA and then Apply for Registration with TEVTA Punjab as per the requirement of AJK TEVTA vide order No. AJKTEVTA / 6607 - 28 Dated 30-08-2010.**
17. **Surprise Visit of Registered and Affiliated Institutions for Evaluation of their Performance will be carried out without any Prior Notice by the Academic Audit & Registration Section of Academics Department, TEVTA Lahore.**
18. The Application will not be entertained for processing in the following conditions:-
- a. Application for Registration received without attested photocopies of CNICs issued by NADRA for Owner/ Signatory Authorized by Managing Body in case of Society/ Authorized Signatory in case of partnership and Principal of Institute. Copies of CNICs should be clear and readable.
- b. Incomplete application form of registration
- c. Incomplete supporting documents as per check list
- d. Un authentic supporting documents
- e. Application without original deposit receipt of fee
- f. **Application received through postal service/ special courier service.**
- g. **If document found forged/ tempered/ expired. (If fake/ forged or tempered documents found with the application form the Academic Audit & Registration Section TEVTA reserved the rights to initiate the legal proceedings against the owner/ signatory/ principal of the institute)**
19. **Application for change of institute name will only be entertained if requested name is available and no similar or close to similar named institute is already registered with TEVTA. But the same owner with same name can open the new institute as 2nd campus.**

20. **The Institution should arrange Digital Photography as per Instructions of TEVTA Inspection Committee at the time of Inspection and will handover the CD / DVD / USB to the TEVTA Representative / Coordinator.**
21. **“Rent Deed” is an official document, should be properly prepared on a Stamp Paper worth Rs. 100/- duly notarized. It should not be “Affidavit for Rent Deed” (Iqrar Nama Karaya Dari).**
22. For Change of Address, Management of the Institute is required to submit Building Layout Plan of New Building Approved & Registered with TMA / Civic body, along with Receipt of Fee applicable for Change of Address to Academic Audit & Registration Section, TEVTA before changing the building. Upon getting the Provisional Permission from Academic Audit & Registration Section, TEVTA, Management of the Institute can change the building. After the shifting to new premises TEVTA Inspection team will visit the Institute for formal proceeding.
23. Application for Change of Address of institute will only be entertained within the Same City, where the institute is situated. **Application for Change of Address to any other City or District will not be entertained.**
24. **Registration Certificate Issued by TEVTA should be displayed in Principal’s Office. Further, all the Record related to Registration / Affiliation with TEVTA / PBTE should be readily available in the Principal’s Office so that it can be Presented to the Authority on demand for Checking Purpose.**
25. **ANY INSTITUTE WILL NOT ENROLL THE STUDENTS IN ANY COURSE UNLESS IT IS REGISTERED WITH TEVTA. INSTITUTE WILL GIVE UNDERTAKING ON THE STAMP PAPER OF RS. 100/- DULY NOTARIZED THAT IT WILL NOT MAKE ANY ADMISSIONS IN ANY CLASS UNLESS IT IS REGISTERED WITH TEVTA.**
26. If the Inspection Committee does not Recommend the Registration of the Institute on 1st Inspection, the Institute can apply for Re-inspection / 2nd Inspection on or before the date mentioned on the Rejection Letter. Institute will be given 15 days for removal of deficiencies after the Issuance of Rejection Letter.
27. Management of all Applicant Institutes are advised to Apply well before the Last Date to avoid inconvenience.
28. **Institutes are advised to follow these Instructions in True Letter and Spirit.**

Acknowledgment Receipt

Registration Application Form

Name of Institute	
Address of Institute	
District	
Phone No.	
Name of Principal / In-Charge	
Phone No.	
Mobile Phone No.	

(Office Use)
Diary Number

--

Submitted By:

Signature:

Name:

Designation:

Date:

Signature:

Manager (AA & R)

Acknowledgment Receipt

Registration Application Form

Name of Institute	
Address of Institute	
District	
Phone No.	
Name of Principal / In-Charge	
Phone No.	
Mobile Phone No.	

(Office Use)
Diary Number

--

Received By:

Signature:

Name:

Designation:

Date:

To,
The General Manager (Academics)
TEVTA, Secretariat
96-H, Gulberg – II
Lahore

Subject: i) Registration of Institute
ii) Extension in Registration
iii) Enhancement of Capacity
iv) Change of Name / Address/ Ownership
v)

Sir,

The undersigned submits herewith the application in duplicate on prescribed Performa, complete in all respects and requests that the Institution mentioned in the application form may kindly be registered as Private Educational Institution, Namely.....

(Name of Institute / College)

Located at :

(Address of Institute / College)

The undersigned undertakes to abide by all the rules, conditions laid down by the Government and to maintain all the record prescribed by TEVTA.

Yours Obediently,



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature
of

Sole Proprietor / Authorized Signat

Name in Block Letters

CNIC No. of Sole
Proprietor / Authorized
Signatory

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CNIC No. of Principal /
Incharge

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please attach readable photocopies of CNICs of Sole
Proprietor / Authorized Signatory and Principal / Incharge

Date: _____

(Official Stamp of Institute)

Paste Original
Bank
Receipt here

(Academic Audit & Registration Section TEVTA copy)

Note:- **Bank Receipt should be pasted in Original.**

The Registration, Inspection & Documentation Fee is valid for specified purpose only, it is non-refundable and non-transferable

Signature of Sole Proprietor /
Authorized Signatory

APPLICATION FOR REGISTRATION

(PRIVATE MANAGED TECHNICAL AND VOCATIONAL INSTITUTIONS)

Sr. No.	Description	Remarks	Page No						
1.	Name of Institute								
2.	Address of Institute								
3.	Postal Address								
4.	Telephone No(s)								
5.	Fax No.								
6.	Mobile Phone No.								
7.	Email Address								
8.	Type of Institute	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Technical</td> <td style="width: 33%; text-align: center;">Vocational</td> <td style="width: 33%; text-align: center;">IT</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Technical	Vocational	IT				
Technical	Vocational	IT							
9.	Date of Establishment of Institute								
10.	Nature of Management / Registered Body / Individual / Association of Persons / Trust / Corporate Body or Educational Society								
11.	Name, Designation and full address of the Principal / In-Charge of the institute Name Address Phone No. Mobile Phone No.								
12.	Readable photocopies of CNICs of Sole Proprietor / Authorized Signatory and Principal / Incharge	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Authorized Signatory</td> <td>.....</td> </tr> <tr> <td>Principal / In-charge</td> <td>.....</td> </tr> </table>	Authorized Signatory		Principal / In-charge				
Authorized Signatory									
Principal / In-charge									
13.	If not managed by an individual, give names, occupations and addresses of the members / Partners / Directors / Trustees, as the case may be.	Attached as Annexure "A"							
14.	Owner / Institution NTN Certificate	Attached as Annexure "B"							
15.	Bank Account statement of the institute	Attached as Annexure "C"							
16.	Detail of amount deposited in designated Bank	 As per original Bank Receipt on Page No. 7.							
17.	An attested copy of Building Layout Plan (20" X 30" in size) Approved and Registered with Local Government / Authority along-with full detail of building.	Attached as Annexure "D"							

Sr. No.	Description	Remarks		Page No
18.	Full Detail of Building as per Scaled Map	Attached as Annexure "D1"		
19.	Detail of Class Rooms as per attached Map	Attached as Annexure "D2"		
20.	Detail of Labs / Workshops as per attached Map	Attached as Annexure "D3"		
21.	Whether the building is used for any other purpose during or after the working hours of the Institution?			
22.	Whether the building for Institution is Rented or Owned?	 If Rented, Rent Deed attached as Annexure "E" OR If Owned, Proof of Ownership attached as Annexure "E"		
23.	Four (4) No. of Photographs of the institute as described at page # 2, para # 9 (I- IV) of instructions.	Attached as Annexure "F"		
24.	Institutional Management Rules • Administrative Rules • Academics Rules • Support Services Rules • Healthcare, Security & Fire Arrangements • Sports Arrangements	Attached as Annexure "G" Attached as Annexure "H" Attached as Annexure "I" Attached as Annexure "J" Attached as Annexure "K"		
25.	Attach Prospectus of the Institute indicating Admission Fee, Tuition Fee etc.	Attached as Annexure "L"		
26.	Staff statement of teaching and non-teaching staff with Name, Father's name, Qualifications (Attach copies of qualifications certificates), Designation, Date of appointment, and Net Pay of each member.	Attached as Annexure "M"		
	Detail of Previous Registration (If applicable)	Attached as Annexure "N"		
27.	Present Enrollment / Proposed Enrollment Course-wise and Section-wise with total Enrollment	Attached as Annexure "O"		
28.	Whether the Institution will conduct classes in the morning or evening or both.	Morning	Evening	
29.				
30.	List of Furniture	Attached as Annexure "P"		
31.	List of Equipment (Technology / Trade wise)	Attached as Annexure "Q"		
32.	List of Teaching learning Aids Equipment	Attached as Annexure "R"		
33.	List of Library Books	Attached as Annexure "S"		

Sr. No.	Description	Remarks	Page No
34.	Proposed Time Table, indicating Classrooms, Labs / workshops according to number of applied student strength / technology / trade / course.	Attached as Annexure "T"	
35.	Detail of Play Grounds, Sports and Recreational facilities provided.	Attached as Annexure "U"	
36.	Affidavit submitted by Sole Proprietor / Authorized Signatory on stamp paper worth Rs. 100/- for Inspection of Institute	Attached as Annexure "V"	
37.	Affidavit submitted by Sole Proprietor on stamp paper worth Rs. 100/- for Declaration to agree to abide by Policy, Procedures, Rules & Regulations of TEVTA, Govt. of Punjab in case of Sole Proprietorship.	Attached as Annexure "W"	
38.	Affidavit submitted by Sole Proprietor on stamp paper worth Rs. 100/- for Declaration to agree to abide by Policy, Procedures, Rules & Regulations of TEVTA, Govt. of Punjab in case of Association of Person.	Attached as Annexure "X"	
39.	Affidavit submitted by Sole Proprietor on stamp paper worth Rs. 100/- for Declaration to agree to abide by Policy, Procedures, Rules & Regulations of TEVTA, Govt. of Punjab in case of Firm.	Attached as Annexure "Y"	
40.	Affidavit submitted by Sole Proprietor on stamp paper worth Rs. 100/- for Declaration to agree to abide by Policy, Procedures, Rules & Regulations of TEVTA, Govt. of Punjab in case of Society.	Attached as Annexure "Z"	
41.	Legal and valid proof of Authorized Signatory	Attached as Annexure "AA"	

Signature of Sole Proprietor /
Authorized Signatory

Scrutinized by:
(Name & Designation) (Signatures) (Date)

Re-Scrutinized by:
(Name & Designation) (Signatures) (Date)

Registration Form

IT IS MANDATORY TO ANSWER ALL THE QUESTIONS BELOW

1. Academic Year for which it is desired to start the classes: **2014-2015**

2. Technology / Course for which Registration is applied:-

- | | | |
|--|---|--|
| ☐ 01 DAE Architecture | ☐ 13 DAE Food | ☐ 25 DAE Textile Spinning |
| ☐ 02 DAE Auto Diesel | ☐ 14 DAE Foundry & Pattern | ☐ 26 DAE Textile Weaving |
| ☐ 03 DAE Auto Farm | ☐ 15 DAE Instrument | ☐ 27 DAE Textile Dy. Printing |
| ☐ 04 DAE Automation | ☐ 16 DAE Leather | ☐ 28 DAE Glass & Ceramics |
| ☐ 05 DAE Chemical | ☐ 17 DAE Mechanical | ☐ 29 DAE Weld & Steel Metal |
| ☐ 06 DAE Ch. Processing | ☐ 18 DAE Metallurgy & Weld | ☐ 30 DAE Telecommunication |
| ☐ 07 DAE Civil | ☐ 19 DAE Mine Electrical | ☐ 31 Dip. In Commerce |
| ☐ 08 DAE Computer | ☐ 20 DAE Mine Mechanical | ☐ 32 Dip. In Business Admin |
| ☐ 09 DAE Cmp. Information | ☐ 21 DAE Petroleum | ☐ 33 Certificate In Voc. Girls |
| ☐ 10 DAE Electrical | ☐ 22 DAE Petrochemical | ☐ 34 Dip. In Vocational Girls |
| ☐ 11 DAE Electronics | ☐ 23 DAE Printing & Gr. Arts | ☐ 35 DDM |
| ☐ 12 DAE Environmental | ☐ 24 DAE Refrigeration & AC | ☐ 36 Other Technologies/Commerce/Trade
Courses/Short Courses (See list of courses
Available at TEVTA website) |

Detail of Selected Courses

Sr. No.	Technology / Course / Trade	Duration	No. of Sections		Students per Section		Total
			Morning	Evening	Morning	Evening	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: list of tools, Equipment and Machinery can be obtained from Curriculum Section of TEVA.

Signature of Sole Proprietor
Authorized Signatory

3. Institute established under the following (Please check the applicable box).

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Under Registered Society / Registered Managing body

3.1. Sole Proprietorship

- a. Please provide affidavit as per attached specimen at **Annexure “W”** on stamp paper worth Rs. 100/-.

3.2. Partnership

- a. Please provide affidavit as per attached specimen at **Annexure “X”** on stamp paper worth Rs. 100/-.
- b. Attach the photocopy of legal Partnership deed.

3.3. Registered Society

- a. Please provide affidavit as per attached specimen at **Annexure “Y”** on stamp paper worth Rs. 100/-.
- b. Society Registration Certificate along-with the Managing body (including all the legal documents e.g. Copy of constitution of society etc.)

3.4. Firm

- a. Please provide affidavit as per attached specimen at **Annexure “Z”** on stamp paper worth Rs. 100/-.
- b. Certificate from Registrar of Firms (including all the legal documents e.g. Partnership deed etc.)

Signature of Sole Proprietor /
Authorized Signatory

4. Income & Expenditure

- **What are the income sources of the institution?**

- 4.1 Annual Income from investment and property Rs. _____
- 4.2 Annual Income from fixed deposits Rs. _____
- 4.3 Expected Annual income from fees Rs. _____
- 4.4 Any other source Rs. _____
- Total: Rs. _____
- 4.5 What is the estimated annual total expenditure of the institution Rs. _____

5. Tuition Fee

- 5.1 What is the tuition fee per student per month for each class? Rs. _____
- 5.2 What is the annual fee for games, union fund etc?
- Admission Fee Rs. _____
- Annual Game Fee Rs. _____
- Union Fund Rs. _____
- Rs. _____
- Rs. _____

6. Furniture & Equipment

- 6.1 What amount is proposed to be spent on furniture?
- 6.2 What amount is proposed to be spent on equipment?

Initial Rs.	Recurring Rs.

Signature of Sole Proprietor /
Authorized Signatory

7. Library

7.1 What is the size of library room?

7.2 Total number of books available in the library.

7.3 The following percentage of books may serve as suggestions for building up the library of the institution:

- | | |
|----------------------------------|------------------|
| a. General Reference | 5 to 10 percent |
| b. Social Sciences | 5 to 10 percent |
| c. Applied Sciences / Technology | 60 to 70 percent |
| d. Fine Arts | 2 to 4 percent |
| e. Literature | 5 to 10 percent |
| f. Geography and Travel | 5 to 10 percent |
| g. History and Biography | 5 to 10 percent |
| h. Fiction | 3 to 7 percent |

7.4 What amount is proposed to be spent on the library?

Initial Rs. _____

Recurring Rs. _____

7.5 Has a librarian been employed? ☐ Yes

Qualification _____
(Please attach the qualification certificate)

7.6 How many students can be accommodated in the reading room?

7.7 What relevant Journals, Books relevant to the course & Newspapers are proposed to be subscribed?

8. Play Grounds

8.1 Does the institution possess play grounds?

☐ Yes

☐ No

8.2 If No, what arrangements institute have made?

(Please attach the copy of approval)

8.3 For what games have the institution made provision?

i. _____

iv. _____

ii. _____

v. _____

iii. _____

vi. _____

8.4 Has the institution employed a whole time Physical Instructor? ☐ Yes ☐ No

(Please attach the qualification certificate)

Signature of Sole Proprietor /
Authorized Signatory

9. Hostel (if applicable)

- **Requirements: Hostel Accommodation: 50 sq. ft. per student**

9.1 No. of rooms available in the hostel for boarding

9.2 What is the maximum number of boarders who can be lodged in the hostel?

9.3 Is there a common room?

☐ Yes

☐ No

9.4 Is there first aid facility available?

☐ Yes

☐ No

9.5 Is there Superintendent / Warden available?

☐ Yes

☐ No

Signature of Sole Proprietor /
Authorized Signatory

10. Certified

10.1 That the facts stated in this application for Registration are true to the best of my knowledge.

10.2 The management has agreed to abide by rules & regulations of the TEVTA.



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature of Sole Proprietor /
Authorized Signatory:

.....

Name

.....

CNIC No.

.....

Name of Principal / In-charge:

.....

Name of Institution:

.....

.....

.....

.....

Date:

Official seal of the institution

.....

Present Enrollment

Sr. No.	Name of Course	Duration	No. of Students		Students per Section		Total
			Morning	Evening	Morning	Evening	

Proposed Enrollment

Sr. No.	Name of Course	Duration	No. of Students		Students per Section		Total
			Morning	Evening	Morning	Evening	

Signature of Sole Proprietor /
Authorized Signatory

Annexure “M”

(Please attach photocopies of qualification certificates duly attested by Sole Proprietor / Authorized Signatory)

Academic Audit & Registration Section
manager.aa@tevta.gop.pk

Full Detail of Building as per Scaled Map

Sr. No.	Details	Number	Remarks
1	Class Rooms		
2	Labs / Workshops		
3	Computer Lab		
4	Library		
5	Staff Room		
6	Multipurpose Hall / Auditorium		
7	Office		
8	Store		
9	Basement / Godown		
10	Open Space		
11	Play Ground		
12	Any other detail		
13			
14			

Note: The detailed requirement of Labs for various Technologies is attached.

Signature of Sole Proprietor /
Authorized Signatory

Annexure “D2”

[illegible]

20

Academic Audit & Registration Section
manager.aa@tevta.gop.pk

Annexure “D3”

(As per attached Institute Building Layout Plan and Technology / Course wise)

[illegible]

Signature of Sole Proprietor / Authorized Signatory

Labs / Workshops for all DAE courses

Common Labs / Workshops for all DAE courses

Sr. No.	Name of Lab / Workshop	Availability	
		Yes	No
1	Chemistry Lab		
2	Comprehensive Workshop (as per curriculum of relevant Technology)		
3	Physics Lab		
4	Computer Lab (with software as per Technology)		

Technology wise Labs / Workshops for DAE courses

Sr. No.	Name of Lab / Workshop	Availability Yes No		Sr. No.	Name of Lab / Workshop	Availability Yes No	
DAE Chemical Technology				DAE Mechanical Technology			
1	General Chemical Lab			1	Basic Machine Shop		
2	Industrial Chemistry			2	Electricity and PLC Lab		
3	Process Lab			3	Foundry Shop		
4	Organic Physical lab			4	Drafting Lab		
5	Analytical Lab			5	Welding and Forging Shop		
6	Unit Operation lab			6	Metrology Lab		
				7	Hydraulic Lab		
				8	Heat Engine Lab		
				9	Metal Shop		
DAE Computer Information Technology				DAE Telecommunication Technology			
1	Electronics Lab			1	Basic Electronics Lab		
2	Hardware Lab			2	Advance Electronics Lab		
3	Software Lab			3	Telecommunication Lab		
DAE Electronics Technology				DAE Electrical Technology			
1	Basics Electronics Lab			1	Basic Lab No: 1		
2	Advance Electronics Lab			2	Basic Lab No: 2		
3	Applied Electronics Lab			3	Power Lab		
4	Drawing Hall			4	Drawing Hall		
DAE Civil Technology				DAE Mechatronics Technology			
1	Survey Lab			1	Mechatronics Lab		
2	Material Testing Lab.			2	Comprehensive Mechatronics Lab		
3	Construction Lab.			3	Robotics Lab		
4	Public Health Lab			4	Pneumatics lab		
5	Drafting Lab			5	Computer Lab		
Dress Designing & Making				DAE Textile Technology			
1	Industrial Sewing Lab			1	Dyeing Shop		
2	Domestic Sewing Lab			2	Testing Lab		
3	Machine Embroidery Lab			3	Spinning Shop		
4	Knitting Lab			4	Weaving Shop		

Signature of Sole Proprietor / Authorized Signatory

Registration / Affiliation Detail (If Applicable)

Annexure “N”

If the institute is registered with TEVTA / PBTE, please provide the following detail starting with the earliest Registration.

Attach the photocopy of Registration Certificate which is mandatory if applicable.

Registration No.	Date	Validity	Name of Course	Duration	No. of Sections		Students per Section		Total
					M	E	M	E	

M: Morning

E: Evening

Signature of Sole Proprietor / Authorized Signatory

Registration No.	Date	Validity	Name of Course	Duration	No. of Sections		Students per Section		Total
					M	E	M	E	

M: Morning

E: Evening

Signature of Sole Proprietor / Authorized Signatory

PHOTOGRAPHS OF INSTITUTE

Annexure “F”

PHOTO - 1

Front view of the institute including surrounding and main entrance

PHOTO - 2

**Full left side view of the institute including surrounding and road on which
institute is located.**

Signature of Sole Proprietor / Authorized Signatory

PHOTOGRAPHS OF INSTITUTE

PHOTO - 3

**Full right side view of the institute including surrounding and road on
which institute is located**

PHOTO - 4

Full view of approach to the main entrance of the institute.

Signature of Sole Proprietor / Authorized Signatory

AFFIDAVIT

Annexure "V"

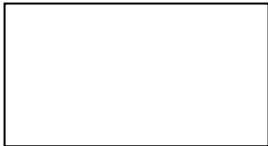
I _____, sole proprietor / Authorized Signatory of

_____, located at _____
(Name of Institute) (Address of Institute)

_____,
(Address of Institute)

Solemnly affirm and declare that said institute is ready for operation and TEVTA inspection team can carryout the inspection for registration at any time.

I understand that if the inspection of the said institute is postponed due to reason advanced by institute or its management TEVTA can close the case of registration of mentioned institute for the academic year 2014-15 and I declare that if it happens I will not seek any legal remedy from the court of law for the purpose.



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature of Sole Proprietor /
Authorized Signatory:

.....

Name

.....

CNIC No.

.....

Date:

.....

AFFIDAVIT

Annexure "W"

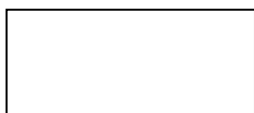
I _____ of the _____
(Name of owner)
_____ located at _____
(Name of institution) (Complete address)

_____, hereby petition for registration of TEVTA programs/courses offered under the Rules & Regulations of the TEVTA Government of the Punjab and Solemnly affirm and declare that I'm a sole proprietor of the applicant institute.

I promise to maintain the standard required for the courses/programs and to follow faithfully all laws, rules and regulations and the requirements of the Technical Education & Vocational Training Authority governing the operations of authorized Technical, Vocational & IT institutions and to inform the TEVTA of any plan of action regarding closure or phasing out of the program or any changes in the prescribed requirements. I acknowledge that the violations of the laws, rules, regulations and the requirements of the TEVTA shall be deemed sufficient cause of cancellation of the registration granted.

The institution will not conduct classes in the program applied for, until and unless this application is approved and the Registration Authority has issued the Registration Certificate.

I assure that the facts stated in the application form are true to the best of my knowledge and nothing is concealed. The management has agreed to abide by Policy, Procedure, Rules & Regulations of the TEVTA, Government of Punjab.



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature: _____
Name: _____
CNIC No. _____
Date: _____

Annexure "X"

AFFIDAVIT

I _____, _____ of the
(Name of Authorized Signatory) (Designation)

Association of Person, (Copy of Partnership Deed Attached) hereby petition for registration of TEVTA programs / courses offered under the Rules & Regulations of the TEVTA, Government of the Punjab. I solemnly affirm and declare that

_____ located at _____
(Name of Institution) (Address of Institution)

is working under said **Association of Person**,

I further affirm that I am an authorized signatory of the above mentioned firm. Promise to maintain the standard required for the courses/programs and to follow faithfully all laws, rules and regulations and the requirements of the Technical Education & Vocational Training Authority governing the operations of authorized Technical, Vocational & IT institutions and to inform the TEVTA of any plan of action regarding closure or phasing out of the program or any changes in the prescribed requirements. I acknowledge that the violations of the laws, rules, regulations and the requirements of the TEVTA shall be deemed sufficient cause of cancellation of the registration granted.

The institution will not conduct classes in the program applied for, until and unless this application is approved and the Registration Authority has issued the Registration Certificate.

The facts stated in the application form are true to the best of my knowledge and nothing is concealed. The management has agreed to abide by Policy, Procedure, Rules & Regulations of the TEVTA, Government of Punjab.



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature: _____

Name: _____

CNIC No. _____

Date: _____

AFFIDAVIT

Annexure "Y"

I _____, _____ of the
(Name of Authorized Signatory) (Designation)
_____, located at _____
(Name of Society) (Complete address)

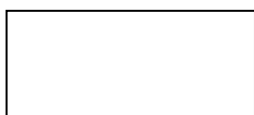
hereby petition for registration of TEVTA programs / courses offered under the Rules & Regulations of the TEVTA Government of the Punjab. I solemnly affirm and declare that _____ located at _____
(Name of Institution) (Address of Institution)

is working under _____ Registered under
(Name of Society)
Companies, Societies Act. I further affirm that I am an authorized signatory of the above mentioned Society.

Promise to maintain the standard required for the courses/programs and to follow faithfully all laws, rules and regulations and the requirements of the Technical Education & Vocational Training Authority governing the operations of authorized Technical, Vocational & IT institutions and to inform the TEVTA of any plan of action regarding closure or phasing out of the program or any changes in the prescribed requirements. I acknowledge that the violations of the laws, rules, regulations and the requirements of the TEVTA shall be deemed sufficient cause of cancellation of the registration granted.

The institution will not conduct classes in the program applied for, until and unless this application is approved and the Registration Authority has issued the Registration Certificate.

The facts stated in the application form are true to the best of my knowledge and nothing is concealed. The management has agreed to abide by Policy, Procedure, Rules & Regulations of the TEVTA, Government of Punjab.



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Annexure "Z"

AFFIDAVIT

I _____ of the
(Name of Authorized Signatory) (Designation)
_____, located at _____
(Name of Firm) (Complete address)

hereby petition for registration of TEVTA programs / courses offered under the Rules & Regulations of the TEVTA, Government of the Punjab. I solemnly affirm and declare that

_____ located at _____
(Name of Institution) (Address of Institution)

is working under _____ Registered under Companies,
(Name of Firm)
Societies Act. I further affirm that I am an authorized signatory of the above mentioned firm.

Promise to maintain the standard required for the courses/programs and to follow faithfully all laws, rules and regulations and the requirements of the Technical Education & Vocational Training Authority governing the operations of authorized Technical, Vocational, Commerce & IT institutions and to inform the TEVTA of any plan of action regarding closure or phasing out of the program or any changes in the prescribed requirements. I acknowledge that the violations of the laws, rules, regulations and the requirements of the TEVTA shall be deemed sufficient cause of cancellation of the registration granted.

The institution will not conduct classes in the program applied for, until and unless this application is approved and the Registration Authority has issued the Registration Certificate.

The facts stated in the application form are true to the best of my knowledge and nothing is concealed. The management has agreed to abide by Policy, Procedure, Rules & Regulations of the TEVTA, Government of Punjab.



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature: _____
Name: _____
CNIC No. _____
Date: _____